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1 Introduction

This guide explains step by step the process involved in retiring equipment (including equipment related to **fixed assets**), the use of the **Functional Locations** for the impairment of **building sub-components** (to which the Sub-component Fixed Asset record is linked), and items from inventory.

When items of equipment have been identified for retirement (reference ST/AI/2015/4) they must be retired, using a Service Notification in Umoja, as the mechanism to help manage and track the process from retirement request to the eventual disposal of the items via the agreed method detailed in the retirement case when required (e.g. donation, sales, cannibalisation, part exchange).

Notes:

- This guide does not include the sales process in cases where the equipment is sold or donated.
- This guide does not cover the process (retirement) needed to be undertaken by the fixed asset accountant (please refer to Fixed Assets Job Aids 4.1 and 4.2).
- This guide does not include the retirement of incorrectly created equipment records, a separate Job Aid will be published.

2 Trigger

Perform this procedure when you need to retire/dispose of one or more items of equipment, also perform this procedure when you need to impair building sub-components.

3 Roles involved

SD09- Disposal Planner. Creates the retirement/disposal notification, updates the status of the notification and closes the notification. Also, liaises with the other roles involved in the process, where necessary relevant Equipment Master Data Maintainer, Asset Accountant, Write-off Approver and Property Survey Board.

SD02- Notification Approver: Approves the notification.

SD01- Notification User: The notification user may create the original retirement/disposal notification, this post approval then being administered by the Disposal Planner (SD09) with the relevant business unit.

SD.10: Services Delivery Equipment Master Data Maintainer & SD.11: Services Delivery Equipment Master Data Maintainer Local - Maintain and modify equipment data record including deactivation of equipment.

4 Prerequisites

Records to be retired/disposed have to be identified.

5 Transaction Codes

IW51: Creation of the Notification

IW52: Update of Notification IE05: Modify and deactivate equipment record

ZPMEQUICHANGE: Mass Change of Equipment Records

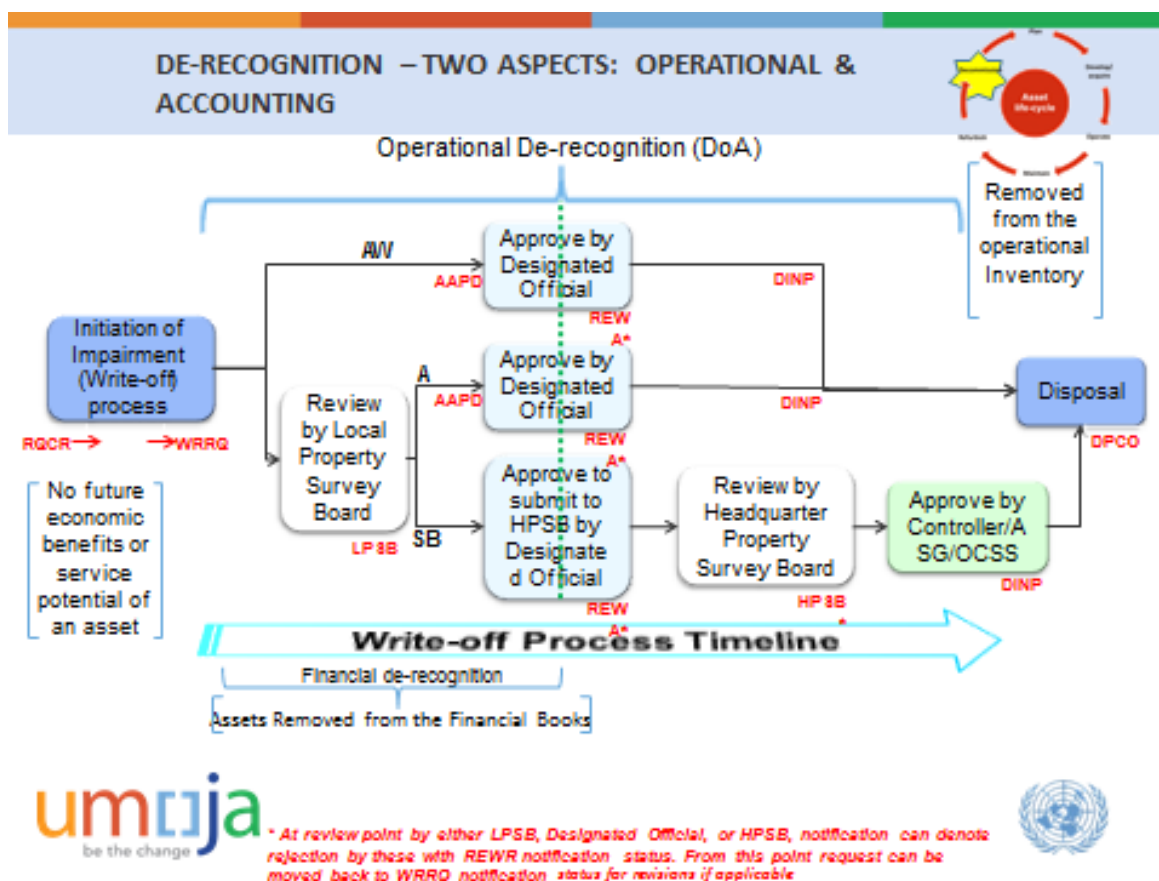
6 Creation of Retirement/disposal Notification

The **SD01-Notification User** or **SD09-Disposal Planner** creates the notification with the basic information including the tasks.

In order to facilitate the creation of the Notification you **must** use a reference template for your entity which includes all the possible tasks/assignments that need to be made. Tasks that are **NOT** required can be deleted; this activity is the responsibility of the Disposal Planner who should be aware of the policy, the point of approval by the Designated Authoriser, and the framework for the management of fixed assets.

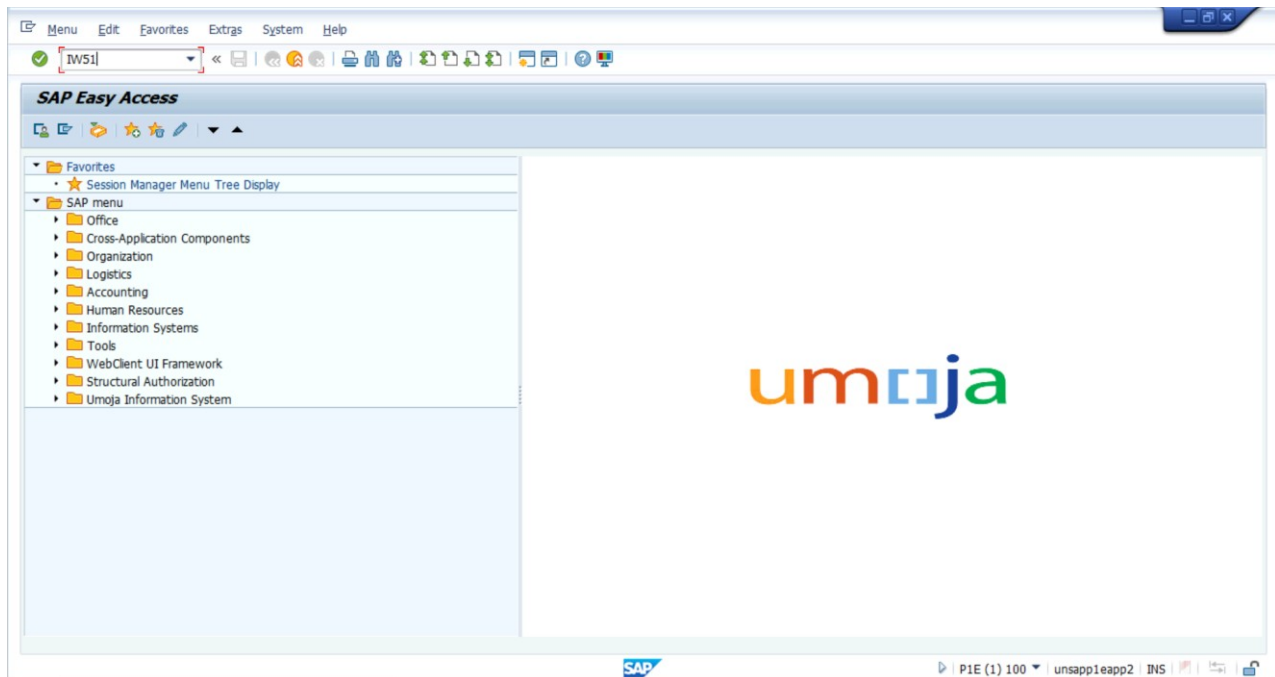
If you are retiring/disposing of multiple equipment records or inventory items within the same case, a single notification can be created with an attachment detailing all the Equipment/Inventory records within the retirement/disposal case. Each equipment record should be updated with reference to the notification number so as to establish and maintain the link between related equipment and notification.

Note: For FIXED ASSET (FA) related equipment records a separate notification is required for **EACH** FA record, as this is how the Fixed Asset Management Officer/Asset Manager will recognize that the notification is “solely” asset related.



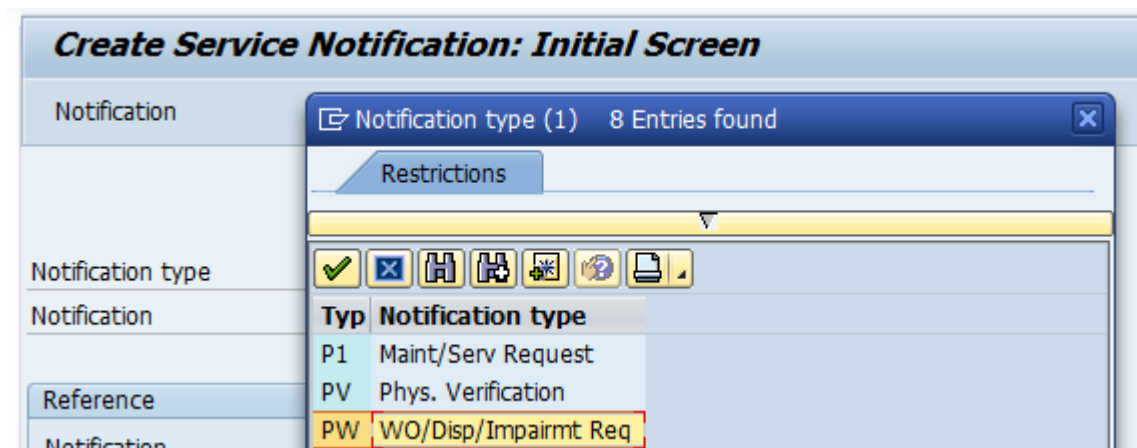
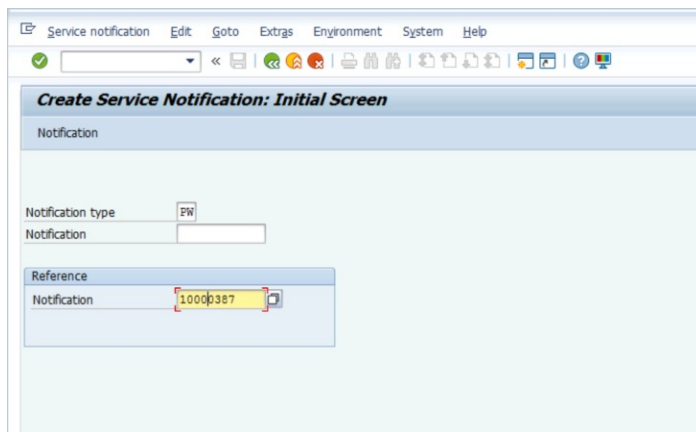
The diagram above shows the Asset De-recognition point within the retirement/disposal process.

6.1 Transaction Code for Notification Creation: IW51



Important: Select Notification type “PW”, ensure the P1 or PV is NOT used.

In the reference, include the reference number of the TEMPLATE notification created for the entity in question. These are given in Appendix A.



The create screen is then displayed:

In the first tab, “Notification”, complete the following information:

6.2 Equipment Number

Include the ID of the equipment (if there are multiple records including non-equipment records for inventory disposal) for retirement/disposal, attach the list to the notification and indicate within the notification notes area. Remember that any Fixed Assets **Must** have an individual notification.

6.3 Coding

The template notification is defaulted to “surplus”. From the coding dropdown select a category that matches the case description.

7 Impairing Building Components

For the impairment of building components it needs to be understood which of the building subcomponents is to be impaired. This should be undertaken with the Asset Accountant prior to creating the notification.

Within the notification, reference the functional location of the building subcomponent. If you are unsure as to how to obtain this reference number run transaction code IH01 and input your Plant (facility) number (e.g. Nairobi – KE00 , New York – US00, Geneva – CH00) and drill down through the building structure to find the desired functional location.

Functional loc.	KE00	Valid From	11.04.2016
Description	UN Office at Nairobi		
KE00	UN Office at Nairobi		
200678	UNON, Gigiri, Nairobi, Kenya		
200678.001	Block A		
200678.001.01	Block A Ground Floor		
200678.001.02	Block A Top Floor		
200678.001.EX.EC	Block A-Exterior-EC		
200678.001.EX.FB	Block A-Exterior-FB		
200678.001.EX.SS	Block A-Exterior-SS		
200678.001.IN.IC	Block A-Interior-IC		
200678.001.RF.RF	Block A-Roofing-RF		
200678.001.SV.CS	Block A-Services-CS		
200678.001.SV.PB	Block A-Services-PB		
200678.001.SV.HV	Block A-Services-HV		
200678.001.SV.F	Block A-Services-F		
200678.001.SV.EL	Block A-Services-EL		

The format of the building component functional location is given below

Category	Naming Convention	Component
Exterior	*.EX.FB	Foundations & Basements
	*.EX.SS	Superstructure
	*.EX.EC	Exterior Closure
Roofing	*.RF.RF	Roofing
Interior	*.IN.IC	Interior construction, staircases & finishes
Services	*.SV.CS	Conveying systems
	*.SV.PB	Plumbing
	*.SV.HV	HVAC
	*.SV.F	Fire Protection
	*.SV.EL	Electrical & low-voltage systems

* Denotes the higher level building AOID e.g. 100000.001.EX.FB

Note: PKO and SPM do not componentise buildings. As such impairment will be at the functional location level that represents the actual building.

In the example below the building component to be impaired is the exterior of Block X within the Gigiri Complex Nairobi;

200678.023.EX.EX

The functional location description is then displayed, navigate to the Organization tab and note the asset number in respect to the building component has been populated.

If there is no asset number populated/filled, determine with the fixed asset accountant if this is the correct building component.

Create Service Notification: WO/Disp/Impairmt Req

Notification: \$000000000001 PW Write off Building Component
Notific. Status: OSNO RQCR
Serv.order: Sales ord.

Notification Location data Items Tasks Activities Sales

Reference object

Functional loc.	200678.023.EX.EC	Block X-Exterior-EC
Equipment		
Assembly		

Subject

Coding: UNWRTOFF UN02 Obsolescence
Description: Write off Building Component
15.03.2016 20:06:06 Dorji Wangmo (DWANGMO)
Impairment of Building Component 200678.023.EX.EC

Create Service Notification: WO/Disp/Impairmt Req

Notification: \$000000000001 PW Write off Building Component
Notific. Status: OSNO RQCR
Serv.order: Sales ord.

Notification Location data Items Tasks Activities Sales

Location data

MaintPlant: KE00 UN Office at Nairobi
Location: Room: Plant section: Work center: ABC indicator: C Less Critical Sort field:

Sales and distribution

Sales Org.: Distr. Channel: Division:

Account assignment

Company Code: 1000 United Nations New York
Asset: 1200001745 / 1 Block X-Exterior-EC
Business Area: S300 UN Office at Nairobi

From this point on the impairment process is similar to equipment so steps in sections 8 to 17 should be followed.

8 Enter detailed Description

In the “Description” field enter a short description for the retirement/disposal case, and further describe in the large “white” long text box. If multiple equipment records are included in the notification, include a reference to the list of equipment records, and ensure this is attached to the notification.

Then Scroll down and complete:

- Priority
- Dates - Leave the Start date (defaults to current date) and indicate a “target” end date for the completion of the notification
- Planner group – The template defaults to planner group “010” (generic) and your retirement /disposal plant (e.g. KE00 or CH00). **IF** you have a specific planner group then change accordingly (e.g. F00 or C00) otherwise leave as “010”.

Disposal Planner Only: Select your department and enter/search for your name/index number (this helps from a reporting perspective).

9 Location Data Tab

9.1 Account Assignment Information

If an equipment record has been selected, the values will be defaulted into the Account Assignment Section.

If they are not then the information for Business Area and Cost Centre data (for Notification approval purposes), needs to be populated. Do not change any data if the Equipment is related to a fixed asset as the information should be defaulted from the Fixed Asset Record.

Include the correct Maintenance Plant (e.g. KE00 or CH00)

The rest of the fields within the section of the notification are currently not used.

Account assignment			
Company Code	1000	United Nations	New York
Asset			
Business Area	S300	UN Office at Nairobi	
Cost Center	11479	DPI UNIC Nairobi	CO Area 1000
WBS Element			
		SettlementOrder	

9.2 Review of Asset Record

If this case is for a Fixed Asset or Building Component/sub-component, then make sure Asset Number is shown in the Account Assignment area, and check/verify that only one Equipment Record is linked to only one Asset Record.

Create Service Notification: WO/Disp/Impairmt Req			
Notification %00000000001 PW Write off Building Component			
Notific. Status OSNO		RQCR	
Serv.order		Sales ord.	
Notification Location data Items Tasks Activities Sales			
Location data			
MaintPlant	KE00	UN Office at Nairobi	
Location			
Room			
Plant section			
Work center			
ABC indicator	C	Less Critical	
Sort field			
Sales and distribution			
Sales Org.			
Distr. Channel			
Division			
Account assignment			
Company Code	1000	United Nations	New York
Asset	1200001745	1	Block X-Exterior-EC
Business Area	S300	UN Office at Nairobi	
Cost Center		CO Area	1000
WBS Element			

10 Task Tab

Skip the item tab and select the Task tab. This section is prepopulated with a number of tasks relevant to all disposal cases. The DISPOSAL PLANNER should delete the tasks not relevant to the case being prepared (AW, A, SB).

Note: The DISPOSAL PLANNER can indicate certain task responsibilities and planned dates within this area. It is important when the Notification gets to the “approval step”, by the Designated Official, that the **EXACT date** when it is approved is indicated so the asset can be derecognized correctly. This is a trigger, when notifications are asset related, for the Asset Accountant to process the Fixed Asset accordingly. The date of the Designated Official’s approval has to be the actual date of approval, as this date is used as the actual Fixed Asset Retirement Date, and thus affects financial posting.

To delete a redundant process task, select the row clicking at the left, and then click in the delete icon .

Notification

\$00000000001

PW

<plant>Disposal notification template

Notific. Status

OSNO OST

RQCR

Serv.order

Sales ord.

Notification

Location data

Items

Tasks

Activities

Sales

No.	Code gr...	Ta...	Task code text	Task text	T...	Status	User Status	Task processor	Respo
1	UNGENRC	001	Generic Task	Attach Equipment List		TSOS		Person respo...	▼
2	UNGENRC	001	Generic Task	Send email to dept appr...		TSOS		Person respo...	▼
3	UNGENRC	001	Generic Task	Instruct Logistics to verif...		TSOS		Person respo...	▼
4	UNGENRC	001	Generic Task	Transfer Eqt to warehou...		TSOS		Person respo...	▼
5	UNGENRC	001	Generic Task	Create/enrich case		TSOS		Person respo...	▼
6	UNGENRC	001	Generic Task	Notify Secretary of LPSB		TSOS		Person respo...	▼
7	UNDISP	UN00	Convene Property survey..	LPSB Meeting		TSOS		Person respo...	▼
8	UNDISP	UN00	Convene Property survey..	Attach approved minute...		TSOS		Person respo...	▼
9	UNGENRC	001	Generic Task	Attach approval from De...		TSOS		Person respo...	▼
10	UNGENRC	001	Generic Task	FA Man.Off. to Derecogn...		TSOS		Person respo...	▼
11	UNGENRC	001	Generic Task	Submit to HPSB		TSOS		Person respo...	▼
12	UNGENRC	001	Generic Task	Approve by Controller/A...		TSOS		Person respo...	▼
13	UNGENRC	001	Generic Task	Proceed with disposal		TSOS		Person respo...	▼
14	UNGENRC	001	Generic Task	Send email to PMU		TSOS		Person respo...	▼

Disposal planner can tailor notification to specific requirements by removal of not required task(s). Once you have deleted not required tasks, you can save the notification.

Once the notification is saved, you should receive a note at the bottom of the screen saying "Notification 1000XXXX has been created"

Note: For disposal by sale the "sale" tab will need to be completed, prior to the item(s) being sold. Once completed, clicking the "Sales Order" button will AUTOMATICALLY create a sales order from the notification (See separate Job Aid on how to proceed)

11 Update Equipment records (update status and include notification ID)

The equipment status needs to be changed to reflect that the equipment is included in a retirement/disposal notification and to include the notification ID in the equipment record(s), for ease of identification.

Note: For the building components there will be **NO** equipment status to update

The Equipment Statuses commonly used in the Write-off and Disposal processes are:

- **WRPR Retirement/disposal in Process** – This is the status that should be set at the time of notification creation.
- **EQSL Sale Disposal Method** – Set if this method is detailed in Disposal case post notification approval; i.e. when the notification status is "DINP", Disposal in Process.
- **EQCB Cannibalization Disposal Method**– Set if this method is detailed in Disposal case post notification approval; i.e. when the notification status is "DINP", Disposal in Process.
- **EQDE Destruction Disposal Method**– Set if this method is detailed in Disposal case post notification approval; i.e. when the notification status is "DINP", Disposal in Process.
- **EQDN Donation Disposal Method**– Set if this method is detailed in Disposal case post notification approval; i.e. when the notification status is "DINP", Disposal in Process.
- **EQTI Trade-In Disposal Method**– Set if this method is detailed in Disposal case post notification approval; i.e. when the notification status is "DINP", Disposal in Process.
- **EQNR Disposal not required** – Set in cases when property is not available for disposal such as theft or lost.

Within the "inventory" number on the equipment record indicate the notification number.

The equipment record may be installed and returned to the warehouse (where it may either be installed to the warehouse location or treated as inventory), or disposed of from its current location. The assignment to an individual should also be removed at the point of inclusion on a disposal notification.

If there are multiple equipment records, within the disposal case to be changed, the "Mass Equipment Update" Job Aid should be referenced.

The following describes how a single piece of equipment is changed to reflect the initial status required at notification outset.

Enter IE02 in the Command field to Change Equipment. Click the Enter icon and enter the ID of the equipment to be updated.

Change Equipment : Initial Screen

Equipment

Click the Status icon next to the Status field to change the equipment status. In the pop-up window select the WRPR – Retirement/disposal in Process radio button. Click the Back icon

Change Equipment : General Data

Equipment Category UN Owned Serialized

Description

Status

Valid From Valid To

General Location Organization Structure Warranty SerData P...

Change Status

Equipment Category UN Owned Serialized

Description

Status Business processes

System status

Stat Text
<input checked="" type="checkbox"/> AVLB Available

Status with status no.

No	Stat Text
<input type="radio"/> 6	EQSR Equipment Surplus
<input type="radio"/> 7	EQRT Equipment Reserved
<input type="radio"/> 8	EQIT In Transit
<input checked="" type="radio"/> 9	WRPR Write off in Process
<input type="radio"/> 10	EQSL Sale Disposal Method

Status w/o status no.

Then, in the general tab, enter the notification number in the Inventory No field:

Equipment	10000098	Category	M	UN Owned Serialized
Description	DESKTOP COMPUTER			
Status	INST	EQAS		
Valid From	26.05.2015	Valid To	31.12.9999	

General		Location	Organization	Structure	Warranty	SerData	P...
---------	--	----------	--------------	-----------	----------	---------	------

General data	
Class	
Object type	43000000 IT,Broadcast, Telecom
AuthorizGroup	Z09 UNAKRT
Weight	0.000
Inventory no.	<Notification No. Here>
Size/dimension	
Start-up date	

Reference data	
AcquistnValue	550.00 USD
Acquistn date	01.01.1900

Example how link is established

Display Service Notification: WO/Disp/Impairmt Req

Notification: 10000021 PW

Notific. status: [i]

Reference object:

Functions loc.: UN-HABITAT Office in KABUL, Afghanistan

Equipment: 10023728

Assembly: MOTOR VEHICLE TOYOTA

Display Equipment : General Data

Equipment: 10023728

Description: MOTOR VEHICLE TOYOTA

Status: INST

Valid From: 12.06.2015

Valid To: 31.12.9999

General

General data

Class: [i]

Object type: 25100000 Motor vehicles

AuthorizGroup: Z08 UNHABITAT

Weight: 0.000

Inventory no.: 10000021

Size/dimension: [i]

Start-up date: [i]


Important: Note that notification under the Inventory no. should be entered as the Notification eight digit number without any prefix.

If the equipment is to be returned to the warehouse then either:


- Install in the equipment within the warehouse location functional location
- Return the equipment into the warehouse as inventory (used split valuation type used).
[Note the Equipment requires a material master to be associated to be returned to inventory. The equipment MUST be completely uninstalled from its productive functional location if "return to inventory" is used].

12 Uninstall or change a functional location


Select the structure tab.

Select the  icon, and then dismantle.

Either insert a new functional location, or leave blank (if returning to inventory).

Then select  to accept the change made.

13 Change Partner Assignment

To remove any assigned users select the  icon at the top of the screen.

Func.	Partner	Name	A Address	Name
User Accountable	2000060006	Osman YSA	Osman YSA, Phnom Penh, , YSA	User Accountable

Select the user to be removed from the Equipment record and select the  icon.

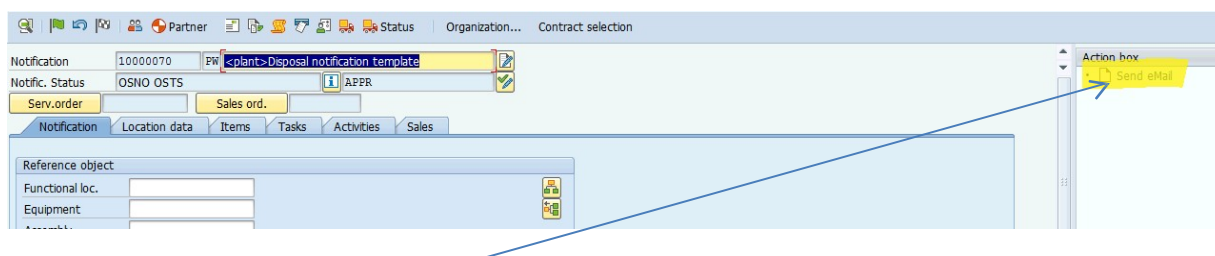
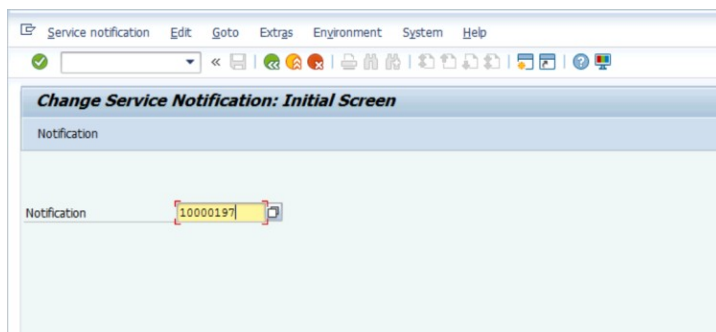
Save the equipment record

Note: If the equipment is to be taken back in to inventory reference the job aid “returning equipment to inventory”.

14 Approval and release of the Notification

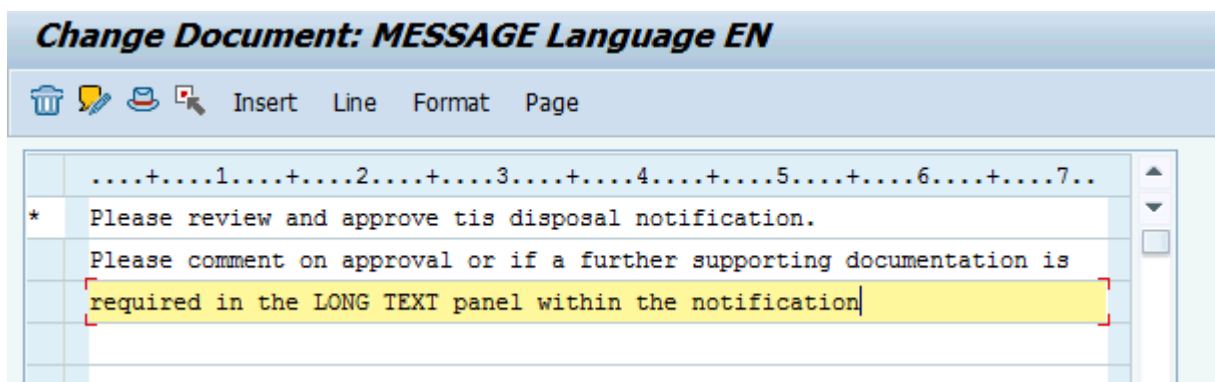
Although the Notification approver can run a notification report based on a cost centre to select outstanding notifications for Approval, it is recommended that an email be sent to the approver from within the notification by the Disposal Planner.


14.1 T-code IW52 and enter the Notification ID



14.2 Email Notification

Select the email and type in a message for the approver.



After message completion select  icon to indicate the email address (note: you will be prompted to save the message).

Title: E-mail, fax Notification 000010000070

Note for recipient

Please Review

* Li 1, Co 1

Recipient Trans options

Recipient	Recip. type				Sel...
Paul Holden					
HOLDENP@UN.ORG	via Internet				

Notice the notification number is defaulted into the title of the mail.

Add internal/external (internet) email addresses of the approver and select send.

Note: Although there is a “notes” section on this screen. The note received by the approver will be based on the message entered upon the selection of the email request, NOT this one.

In the above case the email notification will be sent to the approvers:

- SAP mailbox

Inbox

Class	Title	Date recei...	Author	Atta...	Stat...
Cannot be sent	E-mail, fax Notificatio...	19.12.2015	Paul Holden		
	E-mail, fax Notification 000010000070	19.12.2015	Paul Holden		
	Display Equipment: Equipment List	11.06.2015	Paul Holden		
	E-mail, fax Notification 000010000021	09.06.2015	John NDWJGA		

E-mail, fax Notification 000010000070

Please review and approve tis disposal notification. Please comment on approval or if a further supporting documentation is required in the LONG TEXT panel within the notification

- Lotus notes mailbox

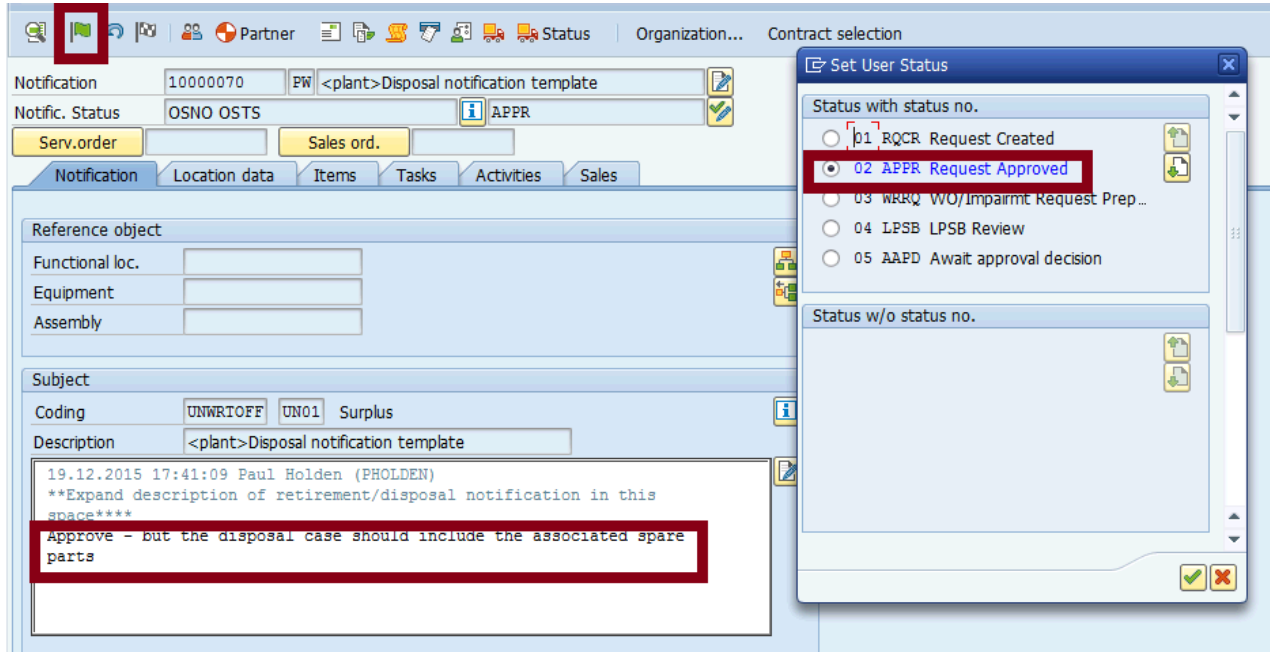
Mail-Inbox

New Reply Reply To All Forward Mark As


Who	Subject
Paul HOLDEN	E-mail, fax Notification 000010000070


14.3 Notification Approval

The **Approver** should now review the notification and either Approve and comment or give a reason in the long text area on the notification as to what further action is required. The **Approver should then email** the Disposal Planner from within the notification using the same process given above.



14.4 Approver Comments

Select the  icon and select the radio button 02 APPR Request Approved and/or give comment in the **Long Text (white section)** of the notification

Click on the green flag  - to release the notification - ONLY if you have approved it.

14.5 Email the Disposal Planner.

Save the notification

15 Update Notification status and complete tasks


During the retirement/disposal process, different activities will take place (LPSB/HSPB review) During each phase the SD Disposal Planner has to perform the following activities:

- Release and complete the respective task
- Update Notification status

To Release a task, the SD Disposal Planner has to go to T-Code IW52, enter the notification number, go to the tasks tab, select the relevant task and click on the green flag icon at the bottom to release each task:

Notification		Location data		Items		Tasks		Activities		Sales		
No.	Code gr...	Ta...	Task code text	Task text	T...	Status	U...	Task processor	Responsible	List name	Planned st...	Plan...
1	UNGENRC	001	Generic Task	Attach Equipment List		TSCO		User respons...	001BPSUPUSR	001BPSUPUSR 001BPSU...	21.12.2015 23:0...	23:0...
2	UNGENRC	001	Generic Task	Send email to dept approver		TSCO		User respons...	001BPSUPUSR	001BPSUPUSR 001BPSU...	21.12.2015 23:0...	23:0...
3	UNGENRC	001	Generic Task	Instruct Logistics to verify eqt		TSCO		User respons...	001BPSUPUSR	001BPSUPUSR 001BPSU...	21.12.2015 23:0...	23:0...
4	UNGENRC	001	Generic Task	Transfer Eqt to warehouse		TSCO		User respons...	001BPSUPUSR	001BPSUPUSR 001BPSU...	21.12.2015 23:0...	23:0...
5	UNGENRC	001	Generic Task	Create/enrich case		TSCO		User respons...	001BPSUPUSR	001BPSUPUSR 001BPSU...	21.12.2015 23:0...	23:0...
6	UNGENRC	001	Generic Task	Notify Secretary of LPSB		TSCO		User respons...	001BPSUPUSR	001BPSUPUSR 001BPSU...	21.12.2015 23:0...	23:0...
7	UNDISP	UN00	Convene Property survey	LPSB Meeting		TSCO		User respons...	PHOLDEN	Paul Holden	21.12.2015 23:0...	23:0...
8	UNDISP	UN00	Convene Property survey	Attach approved minutes of LPSB		TSCO		User respons...	001BPSUPUSR	001BPSUPUSR 001BPSU...	21.12.2015 23:0...	23:0...
9	UNGENRC	001	Generic Task	Attach approval from Designated Official		TSOS		User respons...	001BPSUPUSR	001BPSUPUSR 001BPSU...		00:0...
10	UNGENRC	001	Generic Task	FA Man.Off. to Derecognise the FA		TSOS		Person respo...				00:0...
11	UNGENRC	001	Generic Task	Submit to HPSR		TSOS		Person respo...				00:0...



To complete a task, select the task and then select the  icon. Note for the particular task shown the **DATE** that the designated official gave the approval to move ahead with the disposal process has to be included. As such select the date in the memo/email prior to completing the task.

No.	U...	Task processor	Responsible	List name	Planned st...	Plan...	Planned fi...	Plan...	Completed By	Completi...	Co...	Follow
1		User respons...	001BPSUPUSR	001BPSUPUSR 001BPSU...	21.12.2015	23:0...	21.12.2015	23:0...	PHOLDEN	21.12.2015	23:0...	
2		User respons...	001BPSUPUSR	001BPSUPUSR 001BPSU...	21.12.2015	23:0...	21.12.2015	23:0...	PHOLDEN	21.12.2015	23:0...	
3		User respons...	001BPSUPUSR	001BPSUPUSR 001BPSU...	21.12.2015	23:0...	21.12.2015	23:0...	PHOLDEN	21.12.2015	23:0...	
4		User respons...	001BPSUPUSR	001BPSUPUSR 001BPSU...	21.12.2015	23:0...	21.12.2015	23:0...	PHOLDEN	21.12.2015	23:0...	
5		User respons...	001BPSUPUSR	001BPSUPUSR 001BPSU...	21.12.2015	23:0...	21.12.2015	23:0...	PHOLDEN	21.12.2015	23:0...	
6		User respons...	001BPSUPUSR	001BPSUPUSR 001BPSU...	21.12.2015	23:0...	21.12.2015	23:0...	PHOLDEN	21.12.2015	23:0...	
7		User respons...	PHOLDEN	Paul Holden	21.12.2015	23:0...	21.12.2015	23:0...	PHOLDEN	21.12.2015	23:0...	
8		User respons...	001BPSUPUSR	001BPSUPUSR 001BPSU...	21.12.2015	23:0...	21.12.2015	23:0...	PHOLDEN	21.12.2015	23:0...	
9		User respons...	001BPSUPUSR	001BPSUPUSR 001BPSU...		00:0...		00:0...		19.12.2015	00:0...	
10		Person respo...				00:0...		00:0...			00:0...	

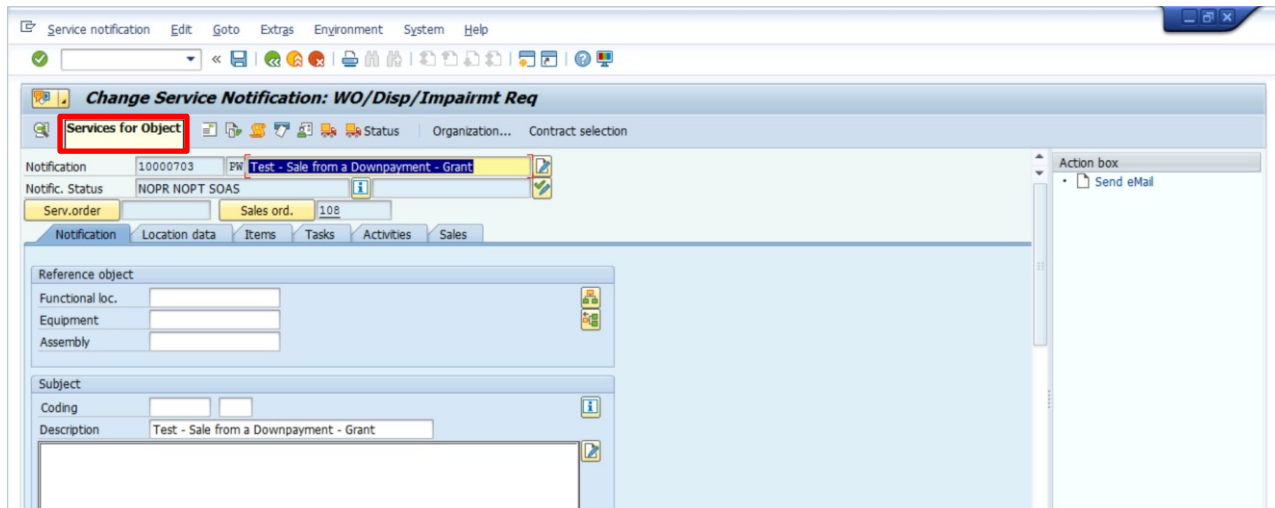
Update the notification status to reflect the current approved status.

Note : Statuses cannot be “jumped” as such it may be necessary to “cycle” through the statuses when transitioning a Notification from the legacy system, and saving Notification between each cycle. Only exception to this will be DINP Disposal In Process that will not be applicable for cases when there is no disposal (e.g. theft, lost and so on)

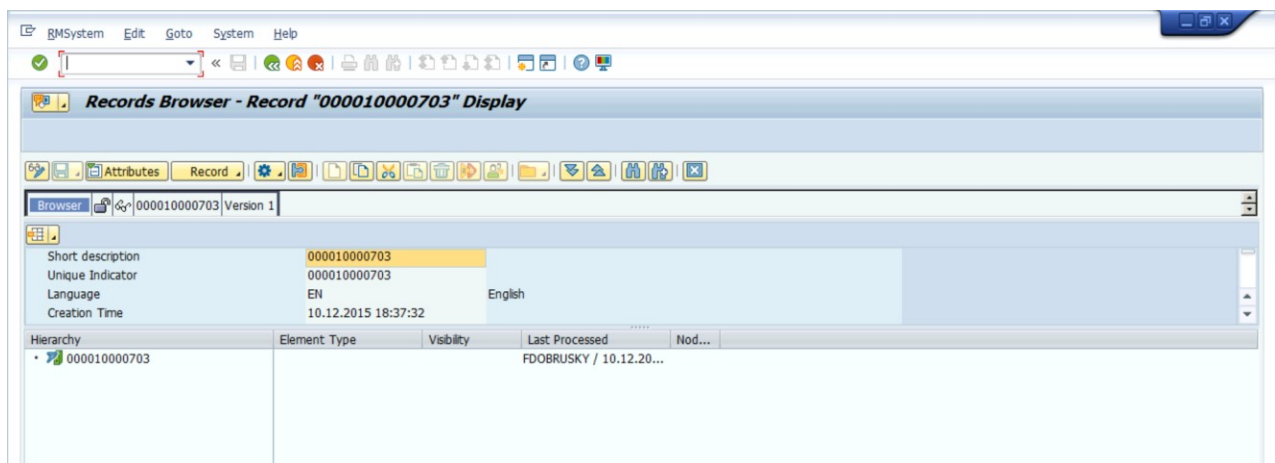
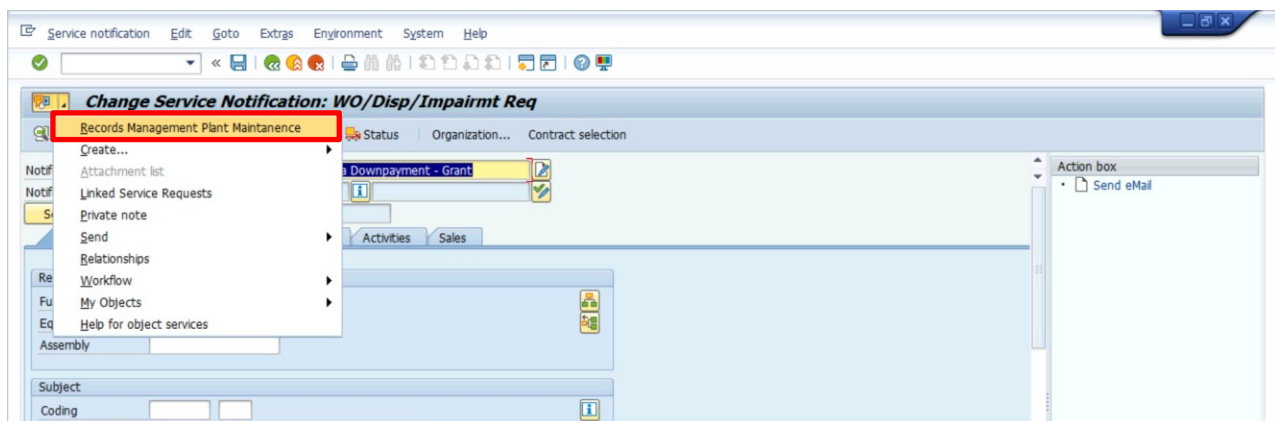
Upload relevant files on to the notification

In order to upload files to the notification, use the following steps:

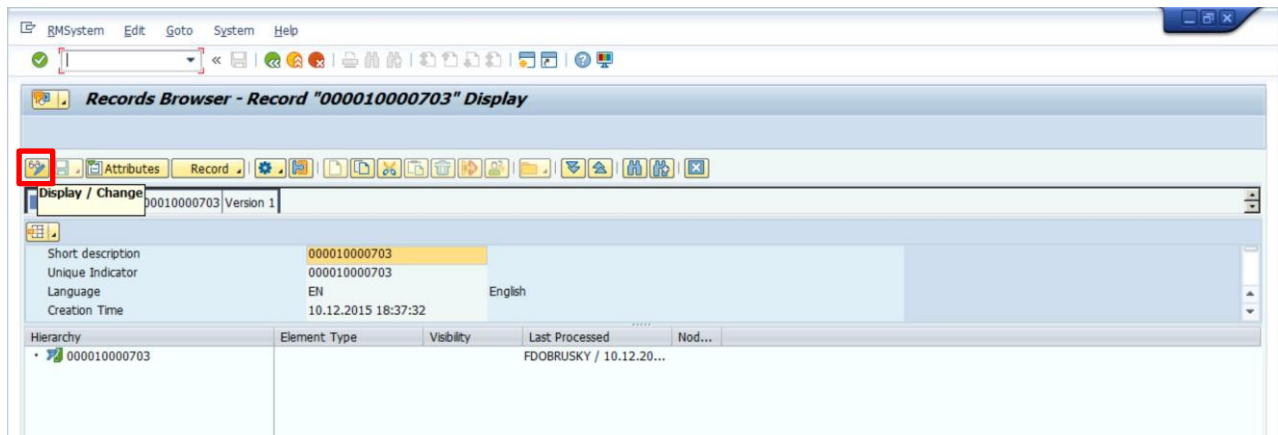
Click on the icon at the top left (left of the word “Change”):



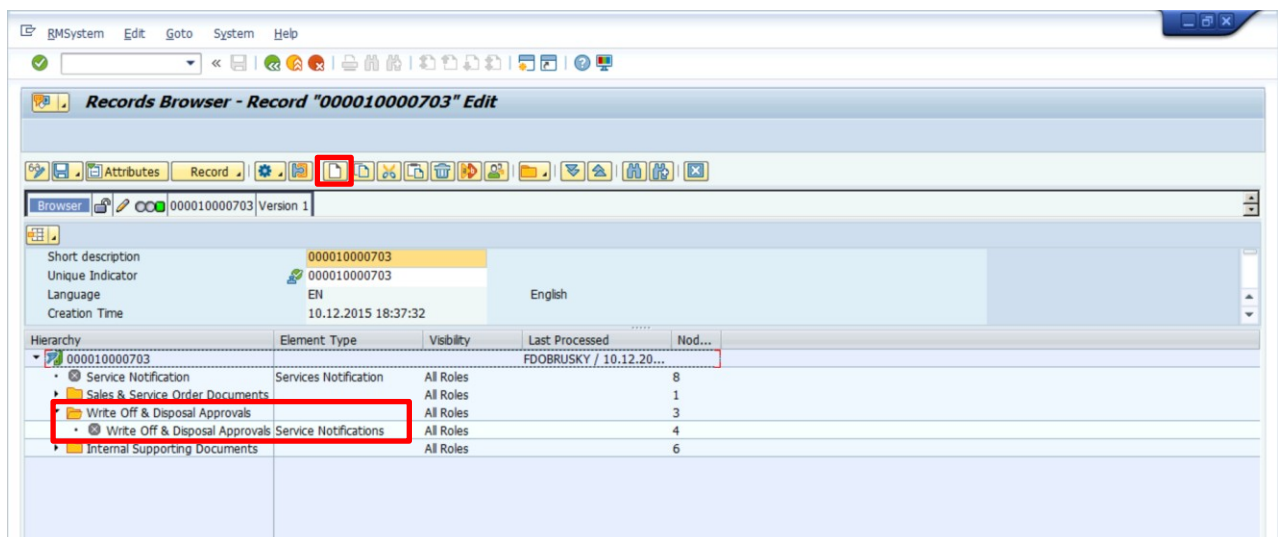
Click on the small arrow at the right of the icon and select “Records Management Plant Maintenance”




Click on the Display/Change icon ,

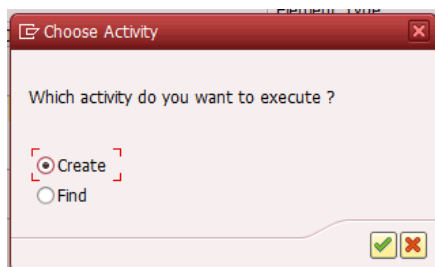


You will see the possible folders, select the relevant one.




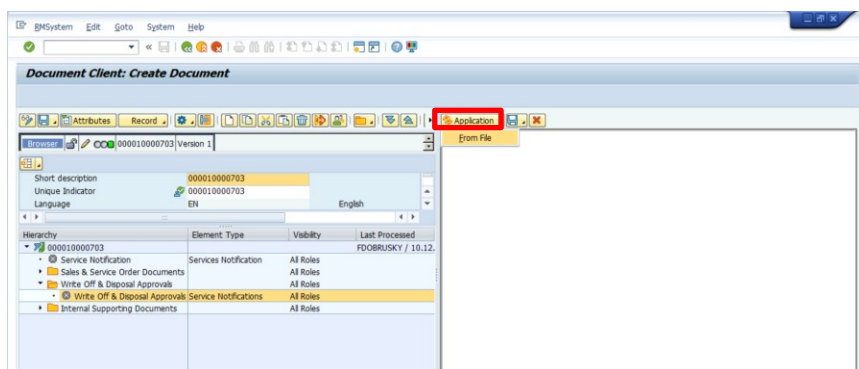
To add a document after selecting the folder select .

A pop-up window will appear.

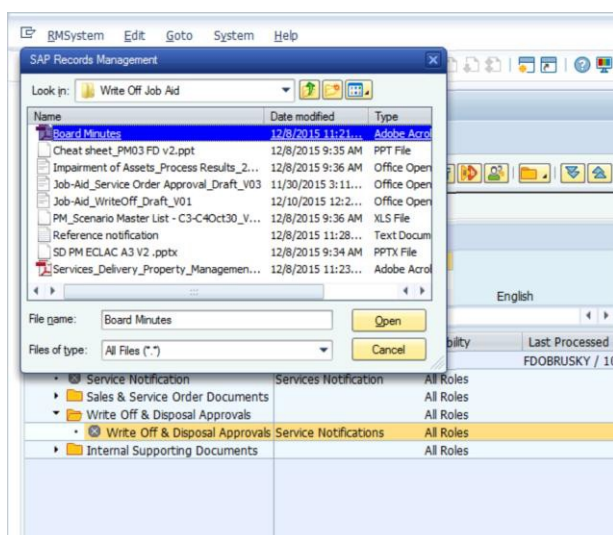


Select “create” to add a document.

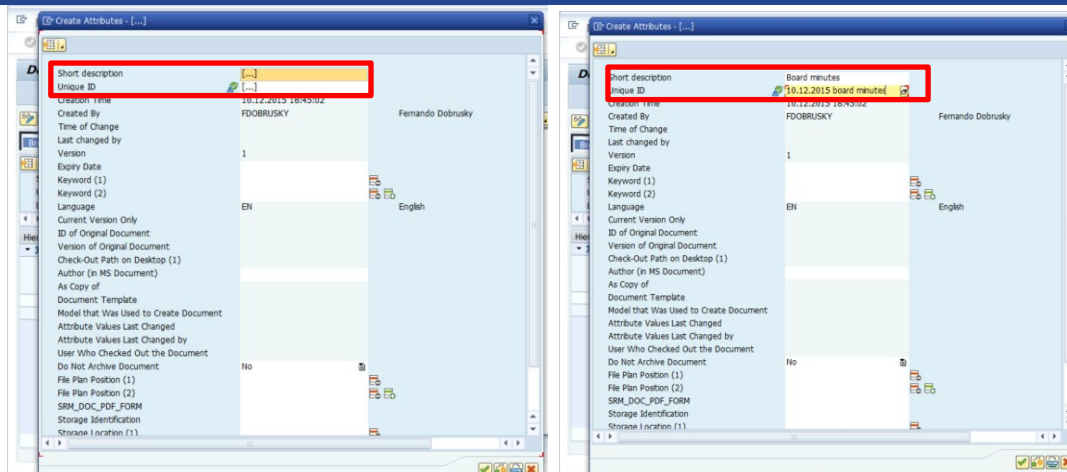
Click on  **Application** and select “from file”



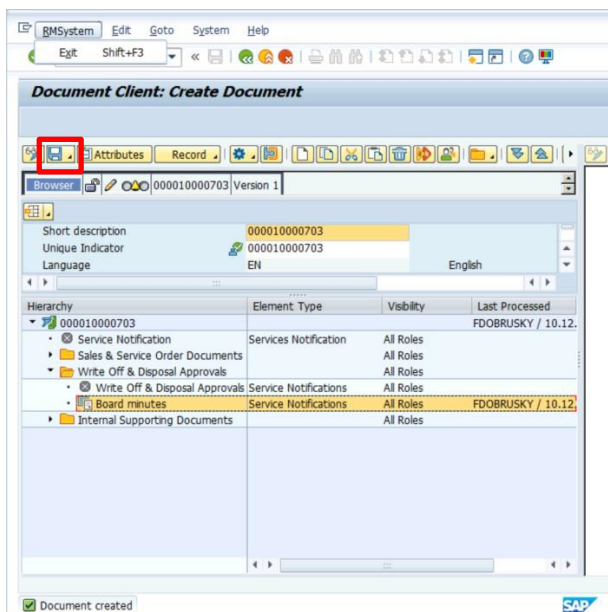
Look for the relevant file in your folders and select:



Complete the “short description” and “Unique ID” on the attributes screen:



The file will be uploaded and it will be displayed for your revision. Click on “Save”



Click on “Back” at the top until you are back in the notification screen, save the notification and exit.

Note: When uploading documents relevant to the Fixed Asset retirement, make sure to include Designated Official’s Approval, containing clear date of approval, and uniquely identifying reference to Equipment/Asset items being retired (e.g., Equipment/Asset Number and Name), and any other relevant and significant data.

16 Asset Accountant performs accounting disposal of fixed asset record

[Note: for the detailed job-aid related to retirement of fixed assets please refer to iSeek Umoja fixed asset accounting job aid 4.1 and 4.2].

In regards to the service notification: For the cases where the equipment record is a fixed asset when the notification is in status REWA (Review approved), the asset accountant needs to retire the fixed asset associated with the equipment (as mentioned earlier the task for the designated authority should be completed with the memo/email date, that should also be attached to the notification)

You need to inform the Asset Accounting User of the notification number, the asset and the equipment (number and name), and retirement method (Destruction, Sale, Donation, Not-Found).

This can be undertaken by sending an email from the notification (although the Asset Accounting User can pick this up by running a notification report).

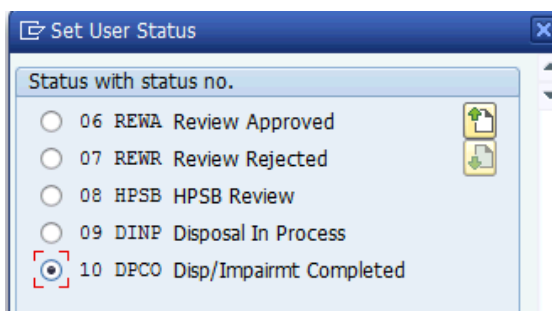
Once the Asset Accounting User has reviewed the notification, the attachments, the equipment master status, the asset records, and the status of the tasks, the Asset Accounting Senior User is notified to retire the asset.

It is the Asset Accounting Senior User who should complete the task “FA Man.Off. to De-recognise the FA” within the notification task list.

17 Operational disposal

“Disp/Impairment Completed” when the equipment “truly” reflects this status, i.e. when the equipment leaves the entity.

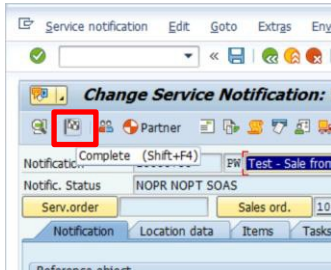
When disposal certificate is obtained and uploaded to the notification, or when it is not required, the SD disposal planner only sets the notification to:



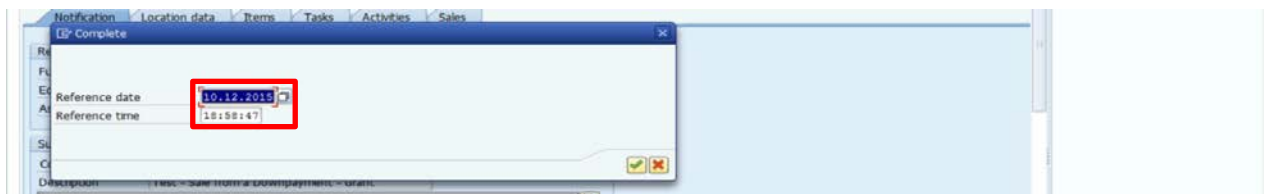
18 Complete Notification (after all tasks are completed)

When all the tasks are completed (all the chequered flags have been clicked), the Notification can be closed.

For that the SD disposal planner only needs to click on the chequered flag at the top of the notification:



You will get a screen with date and time; and you can leave the default or change:



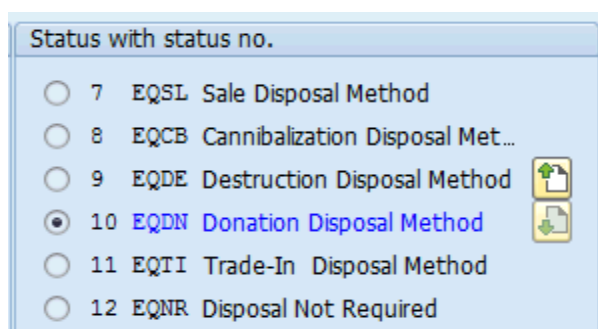
And you will get a note that the notification is complete:



19 Deactivate equipment records

SD.10 or SD.11 with transaction IE02 select the relevant equipment record

In the status, select the final status depending on the disposal method:

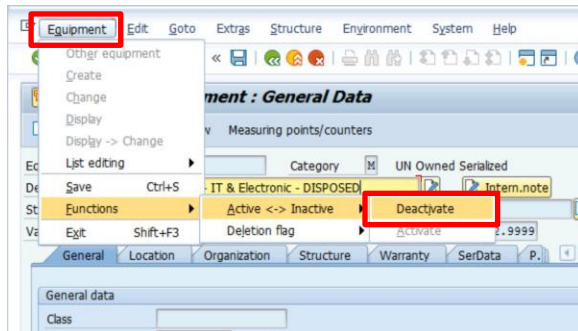


In the description, enter the text “DISPOSAL COMPLETE”

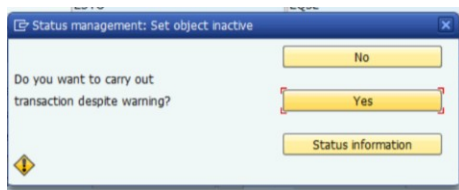
DINP Disposal Not Required to be selected when there is no disposal required (e.g. theft or lost).

And then, select from the menu:

Equipment > Functions > Active <-> Inactive > Deactivate



You might get a warning, if you do accept it.



Then save, and that's it.

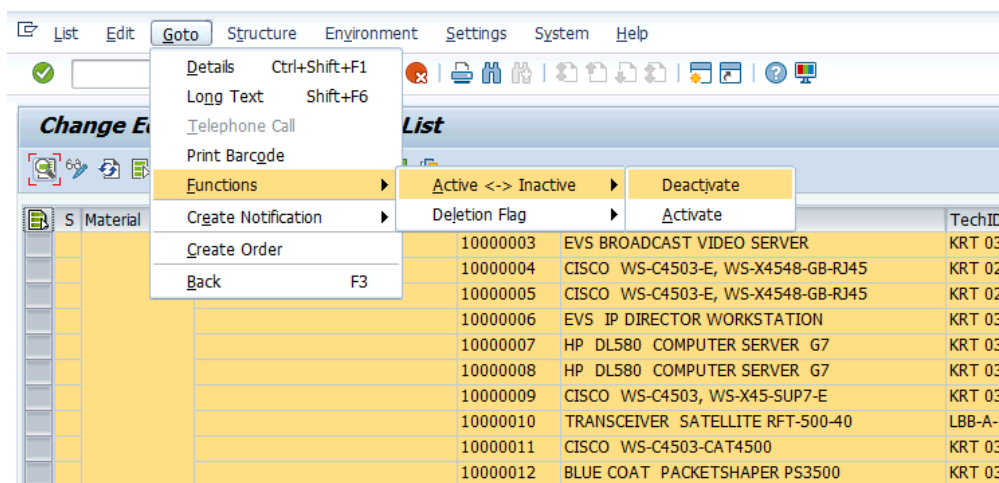
20 Multiple equipment deactivations

Use transaction code IE05.

Enter the equipment from the notification in the “equipment selection criteria”.

Check that **ALL** the equipment to be deactivated appears on the screen.

Select “all” (), then deactivate



21 Process Variations

In the case of Sale or Donation a similar process is performed to the above, the difference is that for Sale or Donation the Sales Order will be initiated as follows:

- For Sale, Asset Accounting User and Asset Accounting Senior User will wait for Revenue to be known and recorded in Sales Order, before proceeding with Retirement. Therefore, the related task will stay open, until Revenue is known and Fixed Asset Retirement completed. This will result in Asset Retirement with Revenue.
- For Donation, the Sales Order is initiated, but with zero value. Asset Accounting User and Asset Accounting Senior User will proceed, immediately after relevant approval, with Asset Retirement without Revenue.
- For Sale through UNDP, there will be NO Sales Order. Instead, UN Customer (Business Partner) Number of corresponding UNDP Office has to be entered in the Sales area of the Notification, in the 'Sold-To Party' field. Asset Accounting Senior User will then record reference to the UJ Document from the SCA file in the Description, along with identified revenue, and will proceed to retire the Asset using these values.

Note that, Cannibalization and Sale of equipment parts is treated as Destruction from the Asset Accounting point of view – therefore, this will result in Asset Retirement without Revenue (complete write-off, no gain). Cannibalization of Equipment Item, and sale of resulting parts is not recorded in relation to the Asset.

For more information and a better understanding of the end-to-end process, kindly refer to Fixed Assets Management Job Aid: **4-1 Retirement of Asset** and to Financial Accounting Job Aid: **UNDP Advance and Reconciliation**.

Appendix A – Notification Templates and Status Sequence

Table 1: Write-off – Standard Template Task List

Task no.	Task	Description
1	Attach list of equipment (SD.09)	Create notification and attach list of equipment for write-off and disposal (SD.09)
2	Email to Notification Approver (SD.02)	Once the notification is complete (list of equipment attached and the case drafted) an email should be sent to the Notification Approver (SD.02) to approve and release
3	Approval of Disposal (SD.02)	The Notification Approver (SD.02) approves and release the notification
4	Submit to Service Provider (SP) w/ WO#	Submit to Service Provider w/ WO number acting as reference
5	Confirmation of Receipt (Email)	Department will receive a confirmation email Service Provider has received items
6	Change of Authorization Group (Dept./SP)	SD.11 of department and Service Provider will initiate transfer of Authorization Groups
7	Evaluation of contents in Notification	A. Contents to be repurposed: Service Provider will verify that all steps are completed and proceed to close the notification
		B. Partial contents to be written off: Service Provider will update the list and proceed to task No. 8
		C. No variation of contents: Service Provider will proceed to task No. 8
8	Prepare and submit case to HPSB (Dept./SP)	Department/Service Provider will prepare and submit case to HPSB for approval
9	Approval from HPSB & Controller (Dept./SP)	HPSB/Controller approves case to proceed
10	If Asset: FA.15- write off asset	Fixed Asset Management Officer (FA.15) will derecognise asset
11	Update of equipment record (Dept./SD.09)	Department/Service Provider will update the status of the equipment record in Umoja
12	Disposal of equipment (SP)	Proceed with disposal
13	Deactivation of equipment (SD.11)	SD.11 will post any supporting documents as proof of disposal and will deactivate equipment record in Umoja
14	Close notification (SD.09)	SD.09 will verify all steps are completed and proceed to close notification

Table 2: Plant Specific Templates

Number	Type	Plant	Template Description	Catalogue	Default Status
10000369	PW	AT00	AT00 Disposal notification template*****	UNWRTOFF	Surplus
10000387	PW	CH00	CH00 Disposal notification template*****	UNWRTOFF	Surplus
10000388	PW	CH00	CH00 Disposal notification template*****	UNWRTOFF	Surplus
10000390	PW	CH31	CH31 Disposal notification template*****	UNWRTOFF	Surplus
10000391	PW	NL30	NL30 Disposal notification template*****	UNWRTOFF	Surplus
10000392	PW	DE30	DE30 Disposal notification template*****	UNWRTOFF	Surplus
10000456	PW	US00	US00 Disposal notification template***	UNWRTOFF	Surplus
10000457	PW	LB30	LB30 Disposal notification template*****	UNWRTOFF	Surplus

Note: The above list of Cluster 3 and Cluster 4 Templates is not complete, other entities should follow the Standard Template Task List.

Table 3: Status Sequence of a Write-Off Notification

Notification Status	Description
01 RQCR Request Created	Initial Status upon notification creation (Roles SD01/SD09)
02 APPR Request Approved	Upon Notification completion the Notification approver sets status to APPR or communicates with Disposal Planner as to further requirements (Role SD02)
03 WRRQ WO/Impairment Request Pre	Retirement/disposal case enrichment by the Disposal Planner (role SD09)
04 LPSB LPSB Review	Disposal Planner submits case to LPSB for review (if necessary) (role SD09)
05 AAPD Await approval decision	Either the LPSB has taken place or the case has been sent Directly to Designated Official and a decision is pending (role SD09)
06 REWA Review Approved	Designated Authority approves. The Disposal planner will attach approval email and also status the task with the EXACT date. (role SD09)
07 REWR Review Rejected	Designated Authority rejects. The Disposal planner will attach rejection email and status the notification accordingly. Action needs to be taken by the Disposal Planner in accordance with a recommendation from the Designated Authority or close the case.
08 HPSB HPSB Review	If necessary. Case value dependent
09 DINP Disposal In Process	When the retirement /disposal process is underway the Disposal Planner should index the status to DINP. (role SD09)
10 DPCO Disp/Impairment Completed	Upon completion of the notification (equipment removed from site) the disposal planner should complete the notification (role SD09)

Appendix B – Special Cases

Equipment Created in Error

Equipment records that were created in error in the main refers to records manually created by a user (SD10 Role) erroneously, or as part of a conversion process, and the equipment records do not correspond to the “equipment tracking” profile determined by PMU.

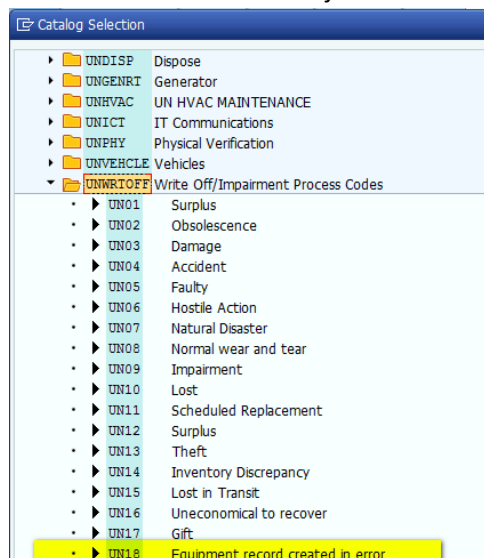
As such these records need to be removed from the system, but in a manner that enables an explanation to be logged for audit purposes.

As such a write-off notification is used but is statused as such to allow effective reporting and governance.

To create a write – off notification for equipment records created in error the follow steps should be undertaken.

Note: For details of the transaction codes, screen sequences etc., please refer to the sections earlier in this document.

1. Create a write off notification
2. Within the notification “subject” select the following:



3. Upload the spreadsheet and any email documentation referencing the items created in error to the notification and save the notification.
4. Mass change the concerned equipment records (see mass change job aid) indicating the notification number in the inventory field on the equipment and the user status as an administrative error.

Change Status

Equipment: 10028196 Category: M UN Owned Serialized
Description: test

System status
Stat Text
☒ AVLB Available

Status with status no.
No Stat Text
☐ 9 EQDE Destruction Disposal Method
☐ 10 EQDN Donation Disposal Method
☐ 11 EQTI Trade-In Disposal Method
☐ 12 EQNR Disposal Not Required
☒ 13 ADER Administrative Error

Status w/o status no.

Active Status

☒ ChangeDocuments Status Profile UNOWNEQU UN Owned Equipment

5. Mark the equipment as deactivated and deleted.
6. Request that the notification is approved base on it being an administration error
7. Once the notification is approved closed the notification with user status DPCO

Set User Status

Status with status no.
☐ 06 REWA Review Approved
☐ 07 REWR Review Rejected
☐ 08 HPSB HPSB Review
☐ 09 DINP Disposal In Process
☒ 10 DPCO Disp/Impairmt Completed

8. To report on notification with "Equipment created in error" use the standard SAP report by transaction code IW59.